

Action Planning Template

Goal: Facilitate the implementation of technology for LVISD special needs students to increase technology accessibility, usability, time on task, differentiation, and early intervention, thereby increasing student achievement and improving the classroom behavioral climate.

Objective: Improve the quality, rigor, relevance and efficacy of the instructional software utilized in LVISD Special Education classrooms.

Action Steps(s):	Person(s) Responsible:	Timeline: Start/End	Needed Resources	Evaluation
Form Software Evaluation Committee comprised of Teachers, Principals, Curriculum Director and Technology Director; elect Chairperson; form Research Workgroup and Evaluation Workgroup.	Technology Director	August 2, 2010 - August 16, 2010	Committee members; time.	Committee has been formed, roster of committee members available.
Conduct survey of software utilized in Special Education classrooms, including the instructional need the software targets.	Technology Director	August 9, 2010 - August 23, 2010	Online survey tools including Survey Monkey and LimeSurvey; Internet access; computer workstations and printers; time.	Survey created and published online, accessible to all Special Education classroom teachers.

Schedule and hold weekly Software Evaluation Committee meetings and workgroup meetings, either in person or via online collaborative tools or video conferencing.	Software Evaluation Committee Chairperson	August 18, 2010 – July 29, 2011	Committee members; shared Google Docs documents; conferencing sites; conferencing equipment; time.	Weekly meeting minutes; collaborative documents; online meeting logs.
Conduct research on best practices for using instructional software with special needs students and best practices for addressing each identified need.	Software Evaluation Committee Research Workgroup	August 18, 2010 – October 6, 2010	Internet access; online research tools including databases and search engines; computer workstations and printers; time.	Documented best practices compiled for addressing each identified need.
Evaluate each existing software title for conformance to best practices for addressing each identified need; identify ineffective software to be replaced.	Software Evaluation Committee Research Workgroup	October 6, 2010 - November 17, 2010	Compiled best practices documentation; Internet access; online research tools including databases and search engines; computer workstations and printers; time.	List(s) created of software meeting standard and of ineffective software to be replaced.

Perform research to determine best options for replacement of ineffective software; preference will be given to web-based software and software utilizing Web 2.0 Tools.	Software Evaluation Committee Research Workgroup	November 17, 2010 – January 5, 2011	Compiled best practices documentation; list of ineffective software to be replaced; Internet access; online research tools including databases, search engines; computer workstations and printers; time.	List(s) created of replacement software options.
Determine software to be purchased; software must meet identified need, follow best practices, meet budgetary requirements and curriculum guidelines	Software Evaluation Committee Research Workgroup; Curriculum Director; Technology Director	January 5, 2011 – February 9, 2011	Compiled best practices documentation; Internet access; online research tools including databases, search engines; computer workstations and printers; time.	List(s) created of recommended software.
Procure and install software.	Technology Director	February 9, 2011 – March 30, 2011	Technology Allotment funds; access to servers and computer workstations; Technology Department staff; time	Software purchased; software loaded, configured and tested; software available to students and teachers.

Evaluate efficacy of new software.	Software Evaluation Committee Evaluation Workgroup	March 30, 2011 – June 1, 2011	Online survey tools including Survey Monkey and LimeSurvey; classroom observation results; benchmark testing results; high-stakes testing results; Internet access; computer workstations and printers; copy machines; time.	Evaluation data obtained, compiled and analyzed; report of findings produced.
Dissemination of findings.	Software Evaluation Committee Evaluation Workgroup	June 1, 2011 – July 29, 2011	Website and social media authoring tools; Internet access; computer workstations and printers; copy machines; time.	Report of findings disseminated in both hardcopy and via online media resources; report of findings presented to School Board.
<p>Format based on Tool 7.1 from <i>Examining What We Do to Improve Our Schools</i> (Harris, Edmonson, and Combs, 2010)</p>				

Process for Monitoring the Achievement of Goals and Objectives:

The Software Evaluation Committee Evaluation Workgroup, operating under the oversight of the Software Evaluation Committee Chairperson, is responsible for monitoring the progress of this Action Plan and for documenting the achievement of tasks, objectives and goals. If the Evaluation Workgroup determines that a task is not being accomplished in a timely and/or effective manner in accordance with the plan, the Evaluation Workgroup, through the Chairperson, will contact the appropriate person(s) or group(s) responsible for the task and attempt to facilitate any required adjustments to timelines, resources and/or criteria. Any resulting Action Plan changes facilitated by the Evaluation Workgroup must be brought before the Software Evaluation Committee for approval; upon approval, District departments or staff may be contacted for special assistance or input as required.

Gathering and evaluating evidence, producing documentation of attainment of project objectives and goals, and disseminating all findings is a primary task of the Evaluation Workgroup.